



## ADMINISTRATIVE PRACTICES MANUAL

### SUBJECT: PAID PARENTAL LEAVE

Effective December 17, 2023 all Dane County Employees who meet the eligibility criteria and have a qualifying event, shall receive **480 hours** (prorated for less than 1.0 FTE) of Paid Parental Leave (PPL) once per payroll year.

The purpose of this new leave benefit is to provide employees additional flexibility and time to bond with their new child, adjust to their new family situation, and balance their personal obligations.

#### **Section 1: Definitions**

1. Child(ren) – is defined as a person under the age of 18. For the purposes of this policy, the child’s parent must be an Employee of Dane County.
2. Paid Parental Leave – is defined as 480 hours of paid time off from work to enable an employee to care for and to bond with their newborn or a newly adopted child. Employees working less than 1.0 FTE shall receive a prorated amount according to their FTE status. For example, 0.5 FTEs who are approved will receive 240 hours.
3. Parent – is defined as a person identified on a child(ren)’s birth certificate, adoption certificate, certified copy of a foreign adoption order that has been registered with the State of Wisconsin, or other legal document certifying an adoption.
4. Qualifying event
  - a. Definition: A qualifying event is defined as the live birth or adoption of a child on or after December 17, 2023. For foreign adoptions the qualifying event is the date the child enters the United States.
  - b. Placements excluded: Foster care, Kinship Care, Guardianship, and other child welfare placements are not qualifying events under this policy.
  - c. Additional limitations:
    - i. Sperm donors do not incur a qualifying event under this policy.
    - ii. Still births are not covered under this policy
  - d. Surrogacy clarified: Employees receiving a child from a surrogate incur a qualifying event under this policy. An employee serving as a surrogate does not incur a qualifying event under this policy.
  - e. Multiples: In the case of multiple births (twins, triplets, etc.), all children are treated as one qualifying event. In the case of multiple children being adopted, all children are treated as one qualifying event.
  - f. One qualifying event per payroll year. In the case of multiple qualifying events by an employee in the same payroll year, the eligible employee will be entitled to only one instance of paid parental leave.
5. Eligible employee – is defined as an employee of Dane County who is entitled to accrue leave balances who has a qualifying event. Limited term employees are excluded from this policy.

#### **Section 2: General Provisions**

1. An Employee’s use of Paid Parental Leave shall run concurrently with a Leave of Absence provided under the Family Medical Leave Act (FMLA), if an employee is eligible for FMLA. Employees eligible for FMLA shall apply for and use FMLA concurrently with PPL. Employees not eligible for FMLA shall apply for a Leave of Absence under County Ordinance 18.29(3) or under the Employee Benefit Handbook and use a Leave of Absence under County Ordinance or Employee Benefit Handbook concurrently with PPL.
2. Paid Parental Leave hours may be used in conjunction with other forms of paid or unpaid time off available to the employee, including but not limited to sick time, vacation, sabbatical bank, holiday, wellness and unpaid time. If Paid Parental Leave is used in conjunction with Caregiver Leave, employees must first exhaust Paid Parental Leave.



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3. Eligible Employees must use all of their PPL within one year of the qualifying event. Any portion of the PPL remaining one year after the qualifying event is forfeited. The start date of an employee's PPL is at the employee's discretion, as long as the employee's PPL balance has not yet been forfeited.
4. All employees except those in 24/7 operated departments (Sheriff's Office, Badger Prairie, and Public Safety Communications 9-1-1) may use PPL intermittently, up to the limitation provided in item 6. Employees in a 24/7 operated department may use PPL intermittently with the prior written approval of their supervisor.
5. All employees except those in 24/7 operated departments (Sheriff's Office, Badger Prairie, and Public Safety Communications 9-1-1) may use PPL in order to work part-time, if that is an arrangement that works for their family, up to the limitation provided in item 6. Employees in a 24/7 operated department may use PPL to work part-time with the prior written approval of their supervisor.
6. Six months after the date of the qualifying event, all use of PPL must be in a single block of time. Any use of PPL up to six months may be used intermittently or to support employees working part-time. Any use of PPL beyond six months must be used as a single continuous block of time. Time used beyond six months must be approved and monitored by the Department.
7. Employees on paid parental leave will continue to receive non-salary fringe (dental insurance, health insurance, disability insurance, longevity credits, sick leave accrual, vacation accrual) benefits provided under the Employee Benefit Handbook on the same basis as if working. Employees on Paid Parental Leave will also continue to receive compensation for fixed holidays on the same basis as if working.
8. Employees may only be approved for Paid Parental Leave once during a payroll year.
9. This policy is not retroactive for any employee who is on a previously approved leave for the birth or adoption of a child. Only qualifying events on or after January 1, 2018 are able to use this benefit.
10. If both parents of a qualifying event are County Employees, each employee receives a Paid Parental Leave benefit.
11. Employees must provide documentation and notification in a timely manner. Timely responses from Employees are required in two ways: First, documentation of the upcoming event is required with the Leave of Absence request. Second, within three days of the event, Employees must provide notification to Employee Relations that the event has occurred.

### Section 3: Procedures

1. Employees who are eligible and anticipate experiencing a qualifying event must fill out and complete the application for PPL. The PPL application will be a separate application from existing leave applications, but should be submitted with an appropriate leave of absence request (FMLA, Employee Benefit Handbook, Ordinance). These applications must be completed at least 30 days in advance from the anticipated date of the qualifying event. The PPL application must include the employee's expected start date and end of the Employee's leave of absence (FMLA, Employee Benefit Handbook, or Ordinance).
2. Employees in 24/7 operated departments who wish to use PPL intermittently or to work part-time must obtain the prior written approval of their supervisor, and include such approval with their PPL application.
3. Eligible employees must provide timely documentation of the upcoming qualifying event. Forms of documentation include: a health care certification from a medical doctor, a certified copy of an adoption order listing the eligible employee as a parent, a certified copy of a foreign adoption order registered in the State of Wisconsin.
4. Employees must sign the application acknowledging that they understand the policy, acknowledging that they intend to return to work and indicate a return date.



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5. Employee Relations will review the application and determine if the individual is eligible and will have a qualifying event. If the application qualifies for PPL, Employee Relations will approve the application and notify the Employee.
6. Payroll will load the appropriate amount of time into a time-bank (leave code) available to the employee after the qualifying event.
7. Full-time employees who have had their application approved, will receive 480 hours of PPL. Part-time employees who have had their application approved will have their benefit time prorated according to their full-time employment status. For example, 0.5 FTEs who are approved will receive 240 hours.
8. Employees are only able to use this time after the qualifying event. Employees cannot use this time before the event.
9. If the date of the qualifying event is different from the anticipated date submitted on the application, it is the responsibility of the employee to notify Employee Relations.
10. No later than three days after the qualifying event, Employees shall provide notice to Employee Relations that the event occurred. Notice may take the form of a phone call or email.
11. If an official county holiday occurs while the individual is on an approved PPL, the employee will receive holiday pay. Official County Holidays do not count against an approved PPL.
12. If an employee has any unused PPL one year after the qualifying event, that amount of PPL shall be forfeited.